



CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

100 N.W. 1ST AVENUE • DELRAY BEACH • FLORIDA 33444 • (561) 243-7015



City Commission Information Letter Summary

May 22, 2026

Parks Improvement Bond Project Transactions to Date and Remaining Financing Obligations

- The City is preparing to move forward with the second \$10 million issuance tied to the March 2023 \$20 million Parks Improvement General Obligation Bond, which supports park improvement projects approved through the referendum.
- Since 2024, approximately \$3.6 million in improvements have been completed using the first \$10 million bond issuance.
- Another \$7.2 million in park enhancement projects is expected to begin during the second half of the year, including sports field lighting, walking trails, playground canopies, artificial turf fields, and public restroom renovations.
- A formal presentation will be brought to the City Commission in the coming weeks, including updates on committed projects such as Catherine Strong Park renovations and new pickleball courts at Miller Park.

Position Restructuring Involving the Sustainability Officer Role and Function

- In response to recent State of Florida mandates related to municipal sustainability and resiliency efforts, the City is restructuring the Sustainability Officer position.
- The role will be reorganized as the Resilience and Operational Efficiency Officer, with an updated job description reflecting the revised focus.
- The Office of Sustainability and Resiliency, which previously had two positions, has been operating with one position since last year and will continue under that structure.



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- Chris Chitester will formally begin serving in the reconfigured role effective Tuesday, May 26, while working with Assistant City Manager Jeff Oris on related organizational alignment and interdepartmental coordination.

Considerations Regarding Property Insurance Renewal

- The City is already forecasting a roughly 10% increase in employee health care costs for Fiscal Year 2026–2027, which will be factored into the proposed budget.
- A similar 10% increase is also anticipated for the City’s property insurance portfolio.
- The expected property insurance increase is attributed to forecast changes involving sovereign immunity and broader marketplace inflation.
- The City’s insurance broker, Relations Insurance Services, is currently soliciting bids from underwriters, with recommendations expected to come before the City Commission later this summer.

Area City Benchmarking Considerations to Support Education Outreach, Engagement, and Collaboration

- Following interest expressed during the City Commission’s annual goal-setting session, staff benchmarked other area municipalities to identify best practices related to education outreach and support.
- Municipalities such as Boynton Beach and Wellington provide annual financial support for ancillary education programming benefiting schools within their city limits, using general fund resources.
- Several area cities also support education boards similar to the structure recently experienced in Delray Beach.
- A formal presentation will be provided during a City Commission workshop later this summer to help consider an updated education-focused approach for the City and community ahead of the new academic year.



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City Commission Information Letter

May 22, 2026

Best Wishes for a Meaningful Memorial Day!

Parks Improvement Bond Project Transactions to Date and Trajectory for Remaining Financing Obligations

As the City of Delray Beach has an obligation to the bond market community to fund and implement projects via the March 2023 \$20 million Parks Improvement General Obligation Bond (GOB) in the next few years, direction will soon be imminent to issue the second \$10 million structure to support the next round of related improvements. In preparation, a summary of related enhancements implemented since 2024 (via the first \$10 million outcome) is being offered for both City Commission and the public finance community currently working with the City of Delray Beach as outlined.

As referenced in the attached electronic mail message from Director of Parks and Recreation Sam Metott, a total of \$3.6 million in improvements were implemented to date. Another \$7.2 million in park enhancement projects is anticipated to begin during the second half of this calendar year. These include sports field lighting, walking trails, playground canopies, artificial turf fields, as well as numerous public restroom renovations.

A formal presentation to this effect will therefore be provided to City Commission in the coming weeks, to ultimately accompany the second half of the GOB transaction process as noted. This dialogue will likewise include a reiteration of all committed projects as outlined in the 2023 referendum such as the Catherine Strong Park Renovations Program, as well as new pickleball court installations at Miller Park.

Meanwhile, the Office of the City Manager, as well as leadership from both Finance and Parks and Recreation, will continue to engage with the City's external financial advisory firm, PFM Financial Advisors LLC, to further confirm assurances relative to eligible transactions for both specific and general park improvement initiatives accordingly.

Position Restructuring Involving the Sustainability Officer Role and Function

In response to recent State of Florida mandates concerning municipal focus related to the subjects of sustainability and resiliency, and respective obligations for cities to realign operational focus as a result, please be advised of direction to restructure the Sustainability Officer position in our organization.

As referenced in the attached updated job description, guidance to this effect involves reorganizing this role into that of Resilience and Operational Efficiency Officer.

While the Office of Sustainability and Resiliency previously functioned with two positions, it has been supported via one capacity since last year. With such to remain the case via the reconfigured role, opportunities to advance both operational and policy considerations, goals, and objectives that do not conflict with State of Florida expectations will be implemented.

Current position incumbent Chris Chitester will therefore formally begin service as noted effective Tuesday, May 26th. Meanwhile, both he and Assistant City Manager Jeff Oris are currently working with one another to advance related organizational alignment activities, to ultimately include applicable engagement interdepartmentally.

Considerations Regarding Property Insurance Renewal

As briefly mentioned during Tuesday evening's regular City Commission meeting, employee health care costs to the City of Delray Beach are currently expected to increase by approximately 10% in Fiscal Year 2026-2027. Aggregate proposed budget considerations will likewise take into account this expenditure forecast.

As referenced in the attached electronic mail message from Risk Manager Paula Wolfe, it is expected that a 10% increase is also anticipated for the City's property insurance portfolio. This is due to forecast changes in both sovereign immunity and general marketplace inflation.

The City's insurance broker, Relations Insurance Services, is therefore currently soliciting bids from various underwriters in the industry. Recommendations for approval are therefore anticipated for City Commission review and consideration later this summer.

Area City Benchmarking Considerations to Help Support Education Related Outreach, Engagement, and Collaboration

In response to interests expressed during this month's City Commission annual goal setting session, Assistant Director of Neighborhood and Community Services/Education Liaison Janai Bowens has since been able to benchmark with other area municipalities to ultimately enable related best practice considerations for both our organization and community.

As noted in the attached electronic mail message from Ms. Bowens, municipalities such as Boynton Beach and Wellington annually pledge financial commitments to support ancillary educational programming to help benefit schools located within their respective corporate limits. In both instances, each city employs resources from their general funds for this purpose.

Additionally, several cities (including those noted via this update) support education boards like that of the recent experience in Delray Beach.

A formal presentation to help City Commission consider an applicable updated focus for our organization and community will likewise be provided via a workshop meeting discussion later this summer, commensurate with the beginning of the new academic year.

Calendar of Meetings, Activities, and Functions

This past Wednesday evening, I was privileged to serve as guest speaker at Plumosa School of the Arts All Pro Dads annual awards ceremony.

All Pro Dads is a national fatherhood program that supports the very worthwhile mission of helping fathers love and lead their families well, regardless of individual circumstances. As Plumosa serves as the base for the local Delray

City Commission Information Letter

May 22, 2026

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Beach chapter of the program, this week's experience for me as noted follows in the footsteps of other community leaders and public servants such as Mayor Tom Carney, Chief of Police Darrell Hunter, and former Chief of Police Javaro Sims to name a few.

With the coming business week being abbreviated due to the Memorial Day holiday weekend, as well as my representing the City of Delray Beach at this year's Florida City/County Management Association Annual Conference in Orlando beginning Tuesday evening, no information letter will be issued next Friday. Weekly reporting as noted will therefore resume Friday, June 5th.

Enclosures:

Electronic Mail Message from Sam Metott – Parks GO Bond Projects Update

Classification Description – Resilience and Operational Efficiency Officer

Electronic Mail Message from Paula Wolfe – Consideration Regarding Property Insurance Renewal

Electronic Mail Message from Janai Bowens – Benchmarking Considerations for Education Goals

Calendar for Business Week of May 18, 2026

CM/Documents/City Commission Information Letter 185

Terrence R. Moore

From: Metott, Samuel
Sent: Thursday, May 21, 2026 4:29 PM
To: Terrence R. Moore
Cc: Hanson, Amy
Subject: Parks GO Bond Projects Update.

Hello Terrence,

As requested, below is an update on the Parks GO Bond Projects.

Please let me know if we can be of further assistance.

Sincerely,

Samuel Metott

Completed

Improvement	Park	Category	Cost
LED Sports Lighting	Seacrest/Hilltopper	Sports Lighting	\$ 924,061
LED Sports Lighting	Miller	Sports Lighting	\$ 1,585,477
Asphalt Walking Trails	Cornell	Walking Trails	\$ 66,909
Asphalt Walking Trails	Plumosa	Walking Trails	\$ 77,594
Asphalt Walking Trails	Orchard View	Walking Trails	\$ 128,305
Playground Canopy	Orchard View	Miscellaneous	\$ 165,656
Playground Canopy	Lake View	Miscellaneous	\$ 122,991
Playground Canopy	Leon Weekes	Miscellaneous	\$ 99,591
Elevator Repair	Hilltopper	Miscellaneous	\$ 209,404
Elevator Repair	Miller Park	Miscellaneous	\$ 198,345
Pavilion Base	Mike Macheck	Miscellaneous	\$ 24,258
		Sub Total	\$ 3,602,591

Pending

Improvement	Park	Category	Cost
Artificial Field	Seacrest/Hilltopper	Artificial Athletic Field	\$ 1,750,000
Artificial Field	Merritt	Artificial Athletic Field	\$ 1,500,000
Artificial Field	Merritt	Artificial Athletic Field	\$ 1,500,000
Restrooms	Various (13)	Restrooms	\$ 2,507,000
Large Scale	Miller Park	Pickleball Courts	\$ 1,000,000
Large Scale	Catherine Strong	Large Scale	\$ 7,000,000
		Sub Total	\$ 15,257,000

*Project Underway

*Project Underway

*Project Underway

*Project Underway

* Future Project

* Future Project

Sub-Total:
Remaining:

18,859,591
1,140,409



Samuel R. Metott, C.P.R.E.
Director of Parks & Recreation
City of Delray Beach
Parks & Recreation Department
50 NW 1st Avenue
Delray Beach, FL 33444
P: [561-243-7251](tel:561-243-7251)
MetottS@MyDelrayBeach.com



PUBLIC RECORDS NOTE: Florida has a very broad public records law. Most written communications to or from local officials, employees, or the general public regarding city business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

City of Delray Beach

Classification Description

Classification Title: **RESILIENCE AND OPERATIONAL EFFICIENCY OFC. Grade 118**

FLSA Status : **Exempt**

General Purpose and Description

This position supports the City's resilience, sustainability, asset performance, and operational efficiency goals by coordinating programs, evaluating cost avoidance and resource efficiency opportunities, and helping integrate resilience and performance considerations into City operations, capital planning, facilities, infrastructure, and community initiatives.

This position serves as a technical and program resource to City Administration and departments including Public Works, Development Services, Parks and Recreation, and related operational areas. The role supports current resilience and sustainability initiatives while helping establish a foundation for future asset performance and infrastructure resilience planning. Work is performed under the general direction of the City Manager or designee.

Essential Functions and Responsibilities:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Coordinate and support implementation of City's Sustainability and Resilience Master Plan and related planning efforts. Support integration of resilience strategies into City operations, facilities, infrastructure planning, and capital projects.
- Coordinate programs and grants related to sustainability, resilience, environmental stewardship, resource efficiency, and community resilience, aligning with operational outcomes, infrastructure priorities, funding opportunities, and fiscal value.
- Participate in capital project planning, project development, and interdepartmental coordination processes as assigned, providing input during project scoping, design development, procurement preparation, and implementation.
- Support integration of resilience and operational efficiency considerations into projects involving City facilities, stormwater infrastructure, mobility improvements, parks, energy and water systems, major renovations, and facility upgrades.
- Review capital projects, facility improvements, infrastructure upgrades, and public realm projects for opportunities to improve resilience, efficiency, durability, and lifecycle value.
- Assist departments in identifying opportunities to reduce operating costs, improve asset performance, extend asset life, and improve service reliability.
- Assist in identifying and addressing risks related to flooding, extreme heat, severe weather, infrastructure stress, service disruption, and changing regulatory requirements.
- Coordinate with departments to identify vulnerabilities and practical mitigation strategies that improve continuity of service and reduce long-term risk.
- Develop and maintain tracking tools related to sustainability, resilience, operational efficiency, asset performance, cost savings, cost avoidance, and grant performance.
- Collect, organize, and analyze data related to energy use, water use, facility performance, infrastructure resilience, program outcomes, and operational efficiency.
- Prepare reports, dashboards, summaries, presentations, grant materials, and briefing documents for City Administration, departments, advisory boards, and other stakeholders.
- Identify and support grant opportunities, incentives, rebates, and external funding sources related to resilience, infrastructure, energy efficiency, water efficiency, sustainability, and operational



improvements.

- Assist with grant applications, supporting documentation, benefit-cost information, administration, compliance tracking, performance reporting, incorporating resilience, lifecycle value, operational efficiency, and measurable public benefits.
 - Provide technical assistance to departments on sustainability, resilience, operational efficiency, and asset performance considerations, translating sustainability and resilience concepts into practical operational requirements.
 - Serve as an internal resource on performance-based frameworks such as LEED, LEED for Cities, FGBC, Green Globes, ENERGY STAR, WELL, and similar programs.
 - Facilitate communication among departments involved in capital planning, facilities, infrastructure, parks, planning, procurement, grants, and community programs.
 - Prepare and present educational materials, presentations, web content, reports, and outreach materials as assigned.
- Coordinate with local private and public agencies to deploy energy conservation measures and
- Fosters positive employee relations and employee morale on a City-wide basis.

Minimum Qualifications and Requirements

Bachelor's degree in Sustainability, Environmental Science, Urban Planning, Public Administration, Engineering, Construction Management, Architecture, Emergency Management, Public Policy, or related field. Masters degree a plus. Four years of progressively responsible experience in sustainability, resilience, municipal operations, capital project support, facilities, infrastructure planning, building performance, grants, environmental programs, or a closely related field. Experience coordinating programs or projects involving multiple departments, agencies, consultants, or stakeholders. Experience collecting, analyzing, and presenting data related to program performance, resource use, infrastructure, facilities, grants, or operational outcomes. Working knowledge of municipal sustainability or resilience programs, building systems, facility operations, energy and water efficiency, infrastructure planning, capital project coordination, grant administration, climate adaptation, hazard mitigation, asset management, or lifecycle cost concepts. Ability to communicate technical information clearly, prepare reports and presentations, manage multiple priorities, and coordinate across departments.

Preferred Qualifications: Experience working in or with local government. Experience coordinating with Public Works, Facilities, Planning, Parks, Utilities, Emergency Management, or similar operational departments. Experience supporting capital improvement projects, infrastructure planning, facility improvements, or development review processes. Experience with building performance, asset performance, lifecycle cost analysis, operational efficiency, infrastructure resilience, grant administration, or funding strategy. Familiarity with sustainability, resilience, and performance-based frameworks, including LEED, LEED for Cities, Florida Green Building Coalition, Green Globes, National Green Building Standard, ENERGY STAR, WELL, or similar programs. Familiarity with analytical or reporting tools such as ENERGY STAR Portfolio Manager, GIS, ClearPath, asset management or work order systems, and spreadsheet-based analysis tools. Experience developing performance metrics, dashboards, reports, or decision-support materials independently and make decisions based on established law, policies, and procedures. Ability to be proactive in matters relating to sustainability. Ability to establish and maintain effective working relationships with elected officials, department officials, outside agencies, employees, and the public.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful and courteous manner when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or



within the specified parameters; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with both hands and arms. The employee is occasionally required to walk and stand. The employee must occasionally lift and/or move up to 15 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability to sit at a desk and view a display screen for extended periods of time. Works inside in an office environment.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Approved: _____
Employee name Employee signature Date

Approved: _____
Supervisor or HR name Supervisor or HR signature Date

Terrence R. Moore

From: Wolfe, Paula
Sent: Thursday, May 21, 2026 4:46 PM
To: Terrence R. Moore
Cc: Dachowitz, Henry
Subject: Consideration Regarding Property Insurance Renewal

Dear Mr. Moore:

On May 6, 2026, a meeting was held with our insurance broker, Relation Insurance Services, Inc. to review the City's strategic approach to the upcoming property insurance renewal and to obtain expert opinion and recommendations in anticipation of the upcoming changes to sovereign immunity.

The broker noted that, due to the projected changes in sovereign immunity and prevailing market conditions, property insurance premiums are expected to increase approximately 10%.

Currently, the broker is soliciting quotes from various underwriters, and formal recommendations will be provided once the review is complete.

Sincerely,

Paula Wolfe

Risk Manager | Risk Management Division

City of Delray Beach

100 NW 1st Avenue

Delray Beach, FL 33444

561.243.7150 | wolfep@mydelraybeach.com



Terrence R. Moore

From: Bowens, Janai
Sent: Thursday, May 21, 2026 1:27 PM
To: Terrence R. Moore
Cc: Pryor, Jeri
Subject: Benchmarking Considerations for Education Goals

Good afternoon, Mr. Moore,

I hope this message finds you well. The May 8th, 2026, Delray Beach City Commission Annual Goal Setting session offered thoughtful consideration regarding annual planning for education support and improvements. To assist with this effort, benchmarking considerations have been established with surrounding municipalities to advance Delray Beach's education goals. The goal for this exercise is to develop long-term planning objectives modeled after successful municipal operations to strengthen Delray Beach schools.

Neighboring municipalities continue to strengthen relationships with their local schools through dedicated funding initiatives. The City of Boynton Beach donated \$848,500 to the School District of Palm Beach County for the purpose of supporting the nine public schools in their city limits. The purpose of the grant was to increase the academic performance of all students, close achievement gaps and increase the overall school grades of each receiving school.

The Village of Wellington also provides an annual education grant to eleven public schools located within the village's boundaries. During the 2025 fiscal year, the Village of Wellington awarded a total of \$440,000, or \$40,000 per school, to support the academic achievement of at-risk students. Since the program's inception, the village has awarded more than \$5 million to Wellington's public schools through this education grant.

The City of Lake Worth Beach provides competitive grant opportunities to local schools. The Educational Innovation and Advancement Grant is available to public, charter and private schools with the goal of enhancing academic achievement, improve student engagement, and promote career readiness. The City of Lake Worth Beach has allocated \$75,000 to this program.

The Delray Beach City Commission has positioned themselves as proactive municipal partners in educational advancement by identifying strategic goals to support access to quality education opportunities. By considering the framework of neighboring cities that includes the establishment of a dedicated education line item, creating a formal municipal education grant program, and leveraging public/private partnerships to expand funding for education initiatives, the City of Delray Beach will be in a likewise position to achieve related goals.

If any additional information is needed, please feel free to contact me. Thank you.

Janai Bowens, MBA M.Ed
Assistant Director | Education Liaison
Neighborhood and Community Services Department
100 NW 1st Avenue
Delray Beach, Florida 33444
561-243-7231 – office
[**bowensj@mydelraybeach.com**](mailto:bowensj@mydelraybeach.com)

May 18, 2026 - May 24, 2026

May 2026						June 2026							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

Monday, May 18

- ← EOC Status - Level 4 - Normal Municipal →
- 7:00am - 8:30am Begin CIL (CM Office) ☉
- 8:30am - 8:40am New employee orientation (First Floor Conference)
- 9:00am - 9:30am New Intern Orientation (First Floor Conference)
- 9:30am - 10:00am Follow-Up Regarding Leadership and Guidance
- 10:00am - 11:00am Mayor Meeting w/CM Moore Re: Agenda &
- 10:00am - 10:30am Considerations Regarding City Manager
- 11:00am - 12:00pm Various (City Manager's Office) - Terrence R.
- 1:00pm - 2:00pm Pompey Park discussion (Conference Room - City)
- 2:00pm - 2:30pm E. Georgiev: Biweekly Touchbase (CM Office) -
- 2:30pm - 3:00pm Preparation Discussion to Support May 19th City
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re:
- 3:00pm - 3:30pm Considerations Regarding Outstanding
- 4:00pm - 4:30pm Discussion of Guidelines on Mobile Businesses /

Tuesday, May 19

- ← EOC Status - Level 4 - Normal Municipal →
- Operations/Monitoring - Delray Prepared EOC
- 9:00am - 10:00am Discussion Regarding IAFF Bargaining (Conference Room - City Manager; - TEAMS ****external only****) - Terrence R. Moore
- 10:00am - 11:00am Compile Information Letter Report - Updated Summary of Parks Improvement Bond Transactions Date (CM)
- 11:00am - 12:00pm Compile Information Letter Report - Position Restructuring Involving Sustainability and Resiliency Officer Role
- 1:30pm - 2:30pm Various (Various)
- 3:30pm - 10:00pm May 19, 2026 Commission Meetings - Viewing of Presentations (Microsoft Teams Meeting) - Burson, Anthony
- 3:30pm - 5:00pm Budget Workshop - Public Works, Parks and Recreation and Utilities - Terrence R. Moore
- 5:00pm - 9:00pm City Commission Meeting - Terrence R. Moore

Wednesday, May 20

- ← EOC Status - Level 4 - Normal Municipal →
- 7:30am - 8:30am Kiwanis Club of Delray (American Legion Post #65.
- 9:00am - 9:30am Ferraiolo Grievance (Conference Room - City)
- 9:00am - 9:30am Sam Metott Bi-Weekly Meeting (CM Office) -
- 10:00am - 11:00am Agenda Review (June 2 & June 9, 2026
- 10:00am - 11:00am Weekly Meeting with the Executive Leadership
- 10:00am - 10:30am Gina Carter Bi-Weekly Meeting (CM Office) -
- 11:00am - 12:00pm Commissioner Casale Meeting w/CM Moore
- 12:00pm - 1:00pm PBC League of Cities District 4 Lunch Notice
- 1:30pm - 2:00pm Discussion Regarding Voluntary Donation (CM)
- 2:00pm - 2:30pm Jay Stacy: Biweekly Touchbase (CM Office) -
- 2:00pm - 4:00pm Noise Ordinance Fundamentals (Microsoft Teams)
- 2:30pm - 3:30pm City Manager Departmental Budget Review

More Items...

Thursday, May 21

- ← EOC Status - Level 4 - Normal Municipal →
- Operations/Monitoring - Delray Prepared EOC
- 8:30am - 9:00am Various (City Hall, 100 NW 1st Ave, Delray Beach, FL 33444) - Terrence R. Moore
- 9:00am - 10:00am City Manager Departmental Budget Review Meeting - PARKS AND RECS (Conference Room - City Manager) -
- 10:00am - 10:30am Jerri Pryor - Biweekly Touchbase (CM Office) - Terrence R. Moore ☉
- 11:00am - 12:00pm City Manager Departmental Budget Review Meeting - UTILITIES DEPARTMENT (Conference Room - City)
- 11:30am - 12:30pm Compile Information Letter Report - Area
- 1:30pm - 2:30pm Follow-Up Directions Regarding Impact Fee
- 3:00pm - 4:30pm Various (Various) ☉
- 4:00pm - 5:00pm Compile Information Letter Report -
- 5:30pm - 6:30pm Various (Various)

Friday, May 22

- ← EOC Status - Level 4 - Normal Municipal →
- Operations/Monitoring - Delray Prepared EOC
- 7:30am - 9:00am Finalize CIL (CM Office) ☉
- 8:30am - 9:00am Process Various (Various)
- 10:00am - 10:30am Anthea Gianniotis Bi-Weekly Meeting (CM Office) - Terrence R. Moore ☉
- 10:30am - 11:30am Follow-Up SB 180 (CM Office) - Terrence R. Moore
- 11:30am - 1:00pm PBCMA Monthly Meeting - Hosted by the City of West Palm Beach (West Palm Beach City Hall, 401 Clematis Street, Flagler Gallery (first floor), West Palm Beach, FL 33401) - Janet Perry
- 2:30pm - 3:00pm 2:30 pm - DEPARTMENT STAFF MONTHLY MEETING (Conference Room - City Manager) - Oris, Jeff ☉
- 3:00pm - 4:30pm Finalize and Deliver Missie Barletto Annual Performance Evaluation (CM Office)

Saturday, May 23

- ← EOC Status - Level 4 - Normal Municipal →
- Operations/Monitoring - Delray Prepared EOC
- 10:00am - 11:30am Delray Beach Tennis Center (Delray Beach Tennis Center) ☉
- 11:30am - 1:00pm Various, CIL Notes, etc. (CM Office) ☉

Sunday, May 24

- ← EOC Status - Level 4 - Normal Municipal →
- Operations/Monitoring - Delray Prepared EOC